7/15/64
Distribution made as indicated below on this date.

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ADMINISTRATIVE - INTERNAL USE ONLY

15 July 1964

To : All DDI Area Records Officers, AND: [redacted] 2E-52, Hq. STAT
2E-52, Hq.

From : Chief, Records Administration Staff/DDS

Subject: Forms Management Workshop

1. On Thursday, 23 July 1964, a Forms Workshop will be held in Room 1E-78, Headquarters from 0930 until about noon. This time has been reserved for the Records Officers of DDI so please arrange to attend.

2. If there is any reason you cannot be present, call [redacted] STAT

[redacted] STAT

Will not attend:

[redacted]

The following attended this workshop: STAT

[redacted] STAT

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